



RAMEZ REDA BOUSHRA

Work Experience

- Administrative at Samcrete Engineers and Contractors, Latin District project – new Alamin (Oct.2021-now).

Responsibilities:

- Managing offices supplies stock and place orders.
- Preparing regular reports on expenses and office budgets.
- Maintaining and updating company databases.
- Organizing a filing system for important and confidential company documents.
- Answering queries by employees.
- Updating office policies as needed.
- Maintaining calendar and schedule appointments.
- Booking meeting rooms as required.
- Distributing and storing correspondence (e.g letters, emails and packages).
- Preparing reports and presentations with statistical data, as assigned.
- Arranging travel and accommodations.
- Scheduling in-house and external events.

- Sales Agent at Misr Life Insurance (Jun.2021-Oct.2021).
- Cashier at Ikea Cairo Festival City Mall (Dec.2021-Mar.2021)

Education

University Education

2016 – 2020

Bachelor of Tourism and Hotels, Minya university

Overall grade: good

Courses and Internships

Courses

- HR Diploma at Egycham.
- Leading Business at UCCD.
- Intel.
- Digital Marketing.
- Banking Institute.
- Accounting.
- ICDL

Internships

- Crystal Tours Company.
- Amadeus Basic

Skills

- Good communication.
- Decision making.
- Well organized.
- Able to work under pressure.
- Interested in working with teams and team spirit.
- Leadership.
- Problem solving.

Language

Arabic: native

English: very good

Germany: good

Personal Information

Data of birth:14-1-1999

Nationality: Egyptian

Gender: male

Marital Status: Single

Military Status: Exempted